



# Van Buren County Emergency Management School Emergency Drills Documentation Form

\* Seven-day advance notice required for proper public safety coordination.  
Send notice by fax to 269-657-7787 or email to [kirkr@vbco.org](mailto:kirkr@vbco.org) / [polomcakw@vbco.org](mailto:polomcakw@vbco.org).

Type of Drill:

Fire Drill (5 required)

Tornado Drill (2 required)

Lock Down / Shelter in Place Drill (3 required)

Time of Drill:

Standard

Class Change

Recess

Other Event

Name of Reporting School: Covert Public School

Date of Drill: 04/20/17 Time Drill was Held: 01:00 P.M.  a.m.  p.m.

Exact Time Required to Evacuate / Shelter / Secure: 10:00 Minutes.

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This Report is for Emergency Drill # 9 for School Year: 2016- 2017

Name of Person Conducting Drill: Al Smith

Title of Person Conducting Drill: Interim Facilities Director

Signature of Person Conducting Drill: \_\_\_\_\_

**Al Smith**

Drill was Coordinated with:

Office of Domestic Preparedness

Name and Title: \_\_\_\_\_

AND

Law Enforcement (County Sheriff or Chief of Police or designee or Michigan State Police)

Name and Title: \_\_\_\_\_

OR

Fire (Fire Chief or designee)

Name and Title: \_\_\_\_\_